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Temario auxiliar administrativo comunidad de madrid pdf

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Descarga gratis contenido para preparar oposiciones a Auxiliar Administrativo. Resumen del material: ¡AQUÍ! Exámenes anteriores y temarios: - Descarga exámenes oficiales de convocatorias pasadas. - Conoce temas clave con diferentes temarios de oposición. También se incluyen resúmenes y esquemas de leyes importantes para estudiar en cualquier oposición. Además, material de apoyo de las Academias para ayudarte a preparar tu oposición. Regístrate gratis y descarga todo lo que necesites. Material completo de apoyo: - Legislación completa para tener siempre a mano. - Diverso material de ayuda incluido por las Academias. Prepara tu oposición con éxito utilizando el contenido ofrecido. You can download the study plan for Administrative Assistant oppositions for free. The plan is essential, especially when it comes to the Constitutional and Political Law block. This block mainly covers the Spanish Constitution of 1978, which is usually broken down into different topics. In the study plan, you'll see headings like "Constitution of Spain", "The Crown", etc... They're just breaking down the Constitution into smaller subtopics that match its titles. So, don't worry if the plan seems a bit lengthy. Many topics are related to each other and are part of the same legal text. This block is crucial in any opposition in this field and will likely have a significant presence in terms of the number of questions on these topics. If we had to highlight some key themes within this block, we'd mention Law 39/2015 on Common Administrative Procedure for Public Administrations and Law 40/2015 on the Regulatory Framework for the Public Sector. These two blocks can appear together or separately, and the order in which they appear is irrelevant. The regulatory framework for local government covers municipal competencies, fundamental and complementary organs of local entities, minimum services that must be provided, neighborhood issues, etc... The public function block, on the other hand, focuses on the legislation governing personnel serving the public administration. We typically refer to them as officials, but there are other types of personnel (laboral, eventual, directivo, etc...). In this block, we'll study official rights and duties, administrative situations, incompatibilities, disciplinary regime, etc... The Public Contracts Law is a broad and complex topic that may be required knowledge in some oppositions and not in others. If this topic appears on our exam list, we'll need to thoroughly study the different types of administrative contracts licensed by public administration. We should also know the main characteristics of the bidding procedures. As for Finance… This thematic block covers all the public budgetary and expenditure-related issues that an opponent should be familiar with. The phases of spending, the procedure for preparing and approving budgets, and the organs authorized to approve and manage expenses will be studied, depending on their value. The Public Administration in Spanish legislation, types of Public Administrations, relationships between the State and Autonomous Communities, and those with Local Government will also be covered. Additionally, this block includes fundamental principles of Public Administration, such as efficiency, hierarchy, decentralization, deconcentration, and coordination. Furthermore, it delves into the sources of administrative law, including the hierarchy of sources, laws, decrees with legislative force, and regulations, as well as the control of norms with legislative rank. The concept, types, and limitations of administrative acts will also be explored, along with their requisites, notification processes, and efficacy. The block also examines the procedure for administrative procedures, including its antecedents, objectives, scope, interested parties, general rules, and timelines. It also covers the rights of individuals involved in these procedures, the phases of administrative procedures, simplified procedures, and the review of acts in administrative appeals. Finally, it touches on electronic administration, including its legal framework, juridical principles, and the rights of citizens before the administration. The use of electronic signatures is also discussed. Electronic Administration and Citizen Services. Administrative Information. Analysis of main public web pages. Telematic Services. Integrated Citizen Assistance Offices. Single Business Window. General Access Point of the State Administration.Basic Computer Skills: Fundamentals on hardware and software. Data Storage Systems. Operating Systems. Basic Security Concepts.Introduction to Windows System: Environment and Fundamentals. Working in the Windows Graphic Environment: Windows, Icons, Context Menus, Dialog Boxes. Desktop and Its Elements. Start Menu. Cortana.Windows Explorer. File and Folder Management. Search Operations. "This Computer" and "Quick Access" Tools. Accessories. System Tools.Word Processing: Word. Main Functions and Utilities. Document Creation and Organization. File Management, Recording, Recovery, and Printing. Personalizing the Work Environment.Spreadsheets: Excel. Main Functions and Utilities. Books, Sheets, and Cells. Configuration. Introduction and Editing of Data. Formulas and Functions. Graphics. Data Management. Personalizing the Work Environment.Databases: Access. Main Functions and Utilities. Tables. Queries. Forms. Reports. Relations. Importing, Linking, and Exporting Data.Email: Basic Concepts and Functionality. The Work Environment. Sending, Receiving, Responding, and Forwarding Messages. Message Creation. Message Rules. Contact List.The Internet: Origin, Evolution, and Current State. Elementary Concepts on Protocols and Services in the Internet. Basic Functionalities of Web Browsers.Note that some or all of these topics may be compressed or developed further in an exam. The difficulty level will depend on the questions asked. A seemingly "easier" exam is not always beneficial, as a challenging exam with many failing candidates can be favorable for those who pass. We offer you everything you need to prepare for your Administrative Assistant exam, FREE of charge, and we will post new topics every week. Las oposiciones a Auxiliar Administrativo en España tienen un temario bastante similar en todas las convocatorias. Aunque no será exactamente el mismo en todas, habrá temas "fijos", frecuentes y específicos para cada oposición. El temario puede variar según si se trata de una Comunidad Autónoma, Diputación Provincial, Ayuntamiento u otra entidad local. Los bloques temáticos más habituales incluyen: - Derecho Constitucional y Político: Este bloque abarca principalmente la Constitución Española de 1978, que suele estar descompuesta en sus distintos títulos. - Ley 39/2015 del Procedimiento Administrativo Común de las Administraciones Públicas - Ley 40/2015 del Régimen Jurídico del Sector Público Estos temas son imprescindibles y tendrán una gran presencia en la oposición. Es importante dominar estas materias para conseguir una plaza de Auxiliar Administrativo. La normativa local regula las competencias municipales, servicios mínimos y cuestiones relativas a la vecindad. El régimen de función pública recoge la normativa sobre el personal al servicio de la administración pública, incluyendo los derechos y deberes de los funcionarios, situaciones administrativas e incompatibilidades. La Ley de Contratos del Sector Público es una materia amplia que puede ser requerida en algunas oposiciones. The text revolves around administrative procedures and electronic governance in Spain. It delves into various topics such as the principles of administrative action, the procedure for administrative acts, the rights of interested parties, and the simplification of proceedings. Additionally, it touches upon the electronic administration system, including its legal framework, juridical principles, and the rights of citizens. Furthermore, the text explores the concept of electronic signature and its implications. It also discusses the role of citizens in administrative functions through collaboration and participation. The document then transitions into the realm of information technology, covering basic computer concepts, systems of data storage, operating systems, and foundational security measures. A key segment focuses on introducing users to the Windows environment, covering fundamental aspects such as working with windows, icons, menus, and dialogue boxes. This is followed by an overview of the Windows Explorer, focusing on managing files and folders, searching operations, and tools for quick access. The text also delves into office software, specifically Microsoft Word and Excel. It explains the primary functions and utilities of these programs, including document creation, file management, and personalization options. Throughout its sections, the document aims to provide a comprehensive understanding of administrative procedures, electronic governance, and basic computer skills in Spain's context. Data manipulation. Formulas and functions. Graphs. Data management. Customizing the work environment. **Database: Microsoft Access** Primary features and utilities. Tables. Queries. Forms. Reports. Relationships. Importing, linking, and exporting data. **Email Basics** Fundamentals of email functioning. The work environment. Sending, receiving, responding to, and forwarding messages. Crafting messages. Message rules. Contact lists. **The Internet: Origins, Evolution, and Current State** Basic concepts about internet protocols and services. Essential functions of web browsers.